

Your Everything Solution for Office Supplies and Equipment

Learn more at www.gsa.gov/officesuppliesolutions



For fast, flexible, cost-effective procurement, turn to GSA's Multiple Award Schedules (MAS) — meet your acquisition challenges while achieving your mission's goals.

Speed – Shorten procurement lead-times and reduce your administrative burden and costs with quick and easy access to thousands of pre-qualified, industry leading contractors.

Selection – Compete among a vast selection of expert service and product providers to meet your mission needs from the largest, most reliable government procurement source.

Flexibility – Tailor RFQs and orders to your unique purchasing requirements and negotiate pricing below our ceiling rates to fit your specific needs and budget.

Efficiency – Streamline contracting while maintaining FAR compliance when you issue orders directly to pre-qualified contractors.

Value – Simplify your procurements by tapping into our pool of proven sources that have already been determined responsible and technically capable — at fair and reasonable prices.

Transparency – Leverage a suite of eTools that help identify qualified, small business contractors and maximize competition.

Manage Your Procurement – Your agency contracting officer will retain control of your procurement including requirements development, evaluation and award of the order.



Because your mission demands that the office environment you work in be productive and efficient, GSA's MAS program offers your agency direct delivery of millions of high-quality supplies and services. We also help make your procurements simple and compliant, providing you with peace of mind and easy access to everything your office needs — all through one source. Through GSA, your agency has access to hundreds of pre-qualified office supplies and equipment providers, allowing you to tailor orders to meet your unique requirements and letting you negotiate pricing below our ceiling rates. GSA contractors can provide you with a total solution.

Variety of offerings includes:

- Office Products and Services;
- Office Furniture;
- Photographic Equipment;
- Publication Media;
- Shipping, Packaging and Packing Supplies; and
- Office, Imaging and Document Solutions.

GSA's MAS program is the largest, most comprehensive acquisition vehicle available to the federal government. GSA MAS contracts offer your agency complete, state-of-the-industry products and services designed to meet today's challenges. Our contracts are created to help agencies like yours comply with daily operational requirements. Though GSA has already negotiated fair and reasonable pricing, ordering activities can seek additional discounts with MAS contractors before placing an order.

Following is a list of six cross-MAS groupings to help you determine the products and/or services that meet your office supplies and equipment needs.

Office Products/Supplies and Services (www.gsa.gov/schedule75)

Purchasing the everyday items needed to run an office smoothly is a snap with GSA's Office Products, Supplies and Services. Workspaces; copy rooms; restrooms — GSA is your one-stop resource for day-to-day basics and more — all ordered direct from the comfort of your desk.

Going beyond the basic office supplies, GSA is your ideal resource for select office furnishings, special office products and related services to meet your agency goals for greater productivity and cost efficiencies.

Several hundred pre-qualified contractors stand ready to serve you with thousands of products, supplies and related services through GSA's office solutions. They can be counted on to help your office work faster, easier and smarter by directly providing you with the exact tools, supplies and working atmosphere your agency needs for peak performance.

Available items include:

- Copier Paper;
- Writing Instruments;
- Toner;
- Labels;
- Desktop Supplies;
- Automated Data Products;
- Paper Towels;
- And more.

Photographic Equipment, Supplies and Services (www.gsa.gov/cameras)

Because of our unlimited and immediate access to high-quality sources, you can count on GSA for any or all of your photographic and radiographic requirements. The GSA MAS program provides you with one-stop shopping and pre-qualified contractors, fully prepared to meet your needs. Top-notch equipment offerings, supplies, accessories and related photographic services are all available. Count on the GSA's proven contractor resources to help your agency work faster, easier and smarter with the exact photographic equipment, supplies and services you need — now and in the future. Whether your photographic imaging needs are in the office or in the field, you will find the right solution is available, at a price that's right.

Variety of offerings includes:

- Film, paper, chemicals, and related equipment for photographic and radiographic applications;
- Photographic film, imaging, digital services and multimedia duplication, conversion services and Web site photo storage services;
- Photographic laboratories (including analog/digital, Internet mini-labs, photographic color copier systems, and imaging/digital labs);
- Cameras (including both digital and conventional, photo ID, and microfilm);
- Desktop digital photo equipment (including digital film scanners, digital photo scanners, photo-quality color ink-jet printers, wide format printers, duplicating equipment, and digital photo enhancement/manipulation software); and
- Product support for photographic products and services.

Publication Media (www.gsa.gov/pubmedia)

GSA's Publication Media offering is a comprehensive source for your publications needs. Whether your agency needs books and periodicals, electronic subscription services, e-publications, digital on demand publishing or lending library services, we offer you easy access to leading pre-qualified contractors who can handle the majority of your publication media needs. With GSA's help, you will have the opportunity to purchase and lease publications through various media.

These publications can be delivered in a variety of formats, including online, print, CD, or portable document format (PDF). Periodical and subscription services, which provide access to a wealth of publications, are also offered. Selections include (but are not limited to) law, aviation, finance, accounting, business management, and reference materials. We also offer you research assistance, lending library services and books and periodicals via online bookselling services. The topics are vast and include economics, education, literature, and more — directly from the contractors' respective Web sites.

Publications include:

- Professional Journals;
- Books;
- Pamphlets;
- Magazines;
- Newspapers; and
- Databases.

Other valuable offerings include Dow Jones publications and news wires. Additionally, you can purchase reference material to assist with various areas of market research, such as newsletters, directories, and company profiles for research of various business industries.

Shipping, Packaging and Packing Supplies **(www.gsa.gov/shippacksupply)**

Make GSA your one-stop resource for day-to-day packaging and shipping supply basics — including pallets, unique shipping containers, and accessories — all ordered directly and conveniently from your desktop. We provide everything you need to prepare and transport an item securely, efficiently and cost effectively. Hundreds of pre-qualified contractors stand ready to serve you with a huge range of products, supplies and related packaging services. Your agency can rely on GSA to help you work more quickly, easily and confidently by bringing directly to you the exact supplies and services you need to get your deliveries packaged, shipped out and delivered on time. GSA will not only help you to maximize work efficiency and productivity — saving time and money — it will also help you meet agency goals to protect and transport goods and materials securely, in undisturbed conditions, with timely delivery for uncompromised results.

Variety of offerings includes:

- Bags and Sacks;
- Packaging Services;
- Maintenance, Repair and Modification of Containers;
- Pallets, Plastic and Wood;
- Unique Identification (UID) and Radio Frequency Identification (RFID);
- Bottles, Jars, Boxes, Cartons, Crates, Container Systems, and Metal Drums;
- Wrapping and Strapping Materials;
- Packaging and Packaging Bulk Materials;
- Performance Oriented Packaging (POP), Plastic Over Pack and Hazardous Material Packaging; and
- Aluminum Foil.

Office Imaging and Document Solutions **(www.gsa.gov/officeimaging)**

Designing, outfitting, and managing your workplace has just become easier. We offer your agency the latest technologies for its office imaging, document management needs and mail management requirements. You can choose from the industry's most trusted companies and both small and large businesses to select the options that are right for your agency. You will discover we offer digital and

engineering copiers capable of scanning and facsimile operations, as well as firms that offer products to address your mailing needs with the aid of meters, date and time stamps, or completely integrated systems. Purchasing the products and services you need to accomplish your mission is easy using GSA contractors. If you have concerns about getting the best equipment without incurring excessive costs, or are unsure about which products will best suit your particular mailroom, you can shop from a variety of services to tailor the solution that best meets your workplace needs. Mailroom ergonomic analysis, needs assessment services, repair and maintenance agreements, as well as document conversion services, can help you convert your papers, microfilm, and drawings into easily retrievable electronic formats.

Variety of offerings include:

- Copying Systems and Related Equipment;
- Multimedia Equipment;
- Security, Personnel and Document Identification Systems and Solutions;
- Various Business Machines (including calculators, and money-handling and -processing machines);
- Rental Plans for Copiers;
- Lease to Ownership Plans;
- Repair of Government-owned Equipment;
- Maintenance Service Agreements for Copiers
- Document Support and Management;
- Mail Processing Machines and Systems;
- Mailroom Management and Services;
- Mail Screening and Inspection Services;
- And much more.

Furniture (www.gsa.gov/furniture)

Whether your agency needs executive conference room tables, turnkey packaged rooms, household and quarters furniture, or special-use and miscellaneous furniture, GSA can provide the right solution.

Variety of offerings includes:

- Executive Conference Room Tables;
- Movable Filing Systems;
- Packaged Rooms (including lobbies, suites, recreational rooms, individual sleeping quarters, dorms and barracks, and lounges and dayrooms);
- Packaged Offices (including office systems, conference rooms, training rooms, executive offices and classrooms);
- Packaged Healthcare Spaces (including long-term-care rooms, healthcare exam rooms, healthcare waiting rooms, and healthcare offices);
- Household and Quarters Furniture (including patio tables and bunk beds);
- Special Use Furniture (including bookcases for a library or student desks for a classroom); and
- Miscellaneous furniture (including security filing cabinets, safes and vault doors).

For more information about office supplies and equipment solutions from GSA, please visit www.gsa.gov/officesupplysolutions or e-mail smartshop@gsa.gov.

Flexible and Scalable Procurement

Government agencies are located worldwide, and they range in size, function and buying preferences. Our goal is to help your agency identify the best acquisition tools for your needs.

Direct Access to Pre-Approved Contractors Online

The GSA MAS Multiple Award Schedules program establishes contracts with responsible contractors and negotiates ceiling rates for labor categories. The contracts are ready for federal government orders, saving time and effort over open market procurements. GSA's online tool, eLibrary, is a comprehensive information resource for GSA Multiple Award Schedules. The eLibrary allows users to search contracts by contractor name, contract number, Special Item Number (SIN), MAS number, and keywords. To learn more, visit www.gsaelibrary.gsa.gov.

Complete Solution

When your requirements cross multiple disciplines or combine services and products, the strength and diversity of the GSA MAS contractor community can rise to the challenge. Many contractors can provide total solutions for complex requirements across numerous schedules. Contractor Team Arrangements (CTAs) allow MAS contractors to create their own partnerships and to provide comprehensive solutions beyond the scope of their individual contracts. And just recently approved, a deviation to the FAR (FAR Part 51.1) now expands the authority of contractors to use GSA sources of supply, including GSA MAS contracts, GSA Global Supply and VA MAS contracts. To learn more, visit www.gsa.gov/far51deviation.

GSAAdvantage!®

GSAAdvantage!® is the federal government's premier online ordering system that provides 24-hour access to more than 17 million product and service solutions available from 16,000-plus GSA Multiple Award Schedules (MAS) contractors — as well as all products available from GSA Global Supply™. GSAAdvantage! offers: FAR-compliant purchasing; direct contact with MAS contractors to increase procurement speed and efficiency; specified grouping of products and services; easy-to-use research capabilities that narrow results and compare features, prices and delivery options; and a streamlined online experience with instant online ordering. For those state and local government entities looking to simplify their procurement process, GSAAdvantage! offers them the ability to use their own state or local government-issued charge card to access a wide variety of products and services solutions. It also provides customers with multiple payment options and online viewing of order status to ensure complete order. The Advantage Spend Analysis Program (ASAP) reporting tool is also part of GSAAdvantage!; this tool serves several functions, including giving authorized users access to GSAAdvantage! sales and statistical data, with the option of running valuable reports. To learn more about how GSAAdvantage! can help you, visit www.gsaadvantage.gov.

eBuy

eBuy is an online Request for Quote tool to receive information for highly complex, large quantity or big-ticket procurement requirements. eBuy streamlines the solicitation process for customers by providing a single tool to post solicitations, receive quotes from GSA Multiple Award Schedules, GWAC or other GSA technology contractors, find sources of supply, submit responses and establish and use Blanket Purchase Agreements. eBuy creates value through instant access to contractors, paperless procurement from "cradle to grave," full compliance with Section 803 of the 2002 National Defense Authorization Act, real-time RFQ management, volume discounts, electronic award notification and debriefing, and best-value practices through enhanced competition. It is ideal for customized services, with features that allow an agency to designate an RFQ as "Sources Sought," attached specification documents and describe complex or customized requirements. By using eBuy, customers can reduce the time spent on procuring products and services so that they can concentrate on their true missions. To learn more, visit www.ebuy.gsa.gov.

GSA Global Supply™

From office supplies to disaster relief products, GSA Global Supply™ provides fast, easy access to hundreds of thousands of established-source products for federal government agencies at the federal, state, and local levels. Depending on the customers needs, Global Supply can facilitate any requisition-based orders (with no need for comparison shopping) through worldwide delivery, 24/7 support, AbilityOne (formerly known as JWOD) guaranteed products, payment using GSA SmartPay® or AAC/DoDAAC, government-to-government transactions, and unrestricted spending limits. It also ensures that all orders comply with the Federal Acquisition Regulations and other DoD, socioeconomic, and environmental policies with which customers need to be concerned. To learn more, visit www.GSAGlobalsupply.gsa.gov.

Ensuring Re-Use with GSA Personal Property Management

Screening other agencies' excess personal property inventories is the federal government's priority source of supply. And with today's increased environmental consciousness, reusing excess property is a source of pride. To help you acquire the excess property your agency needs, GSA offers www.gsa.gov/gsexcess, the personal property reporting tools for the federal government. At GSAXcess®, reporting, searching and selecting excess property is convenient and user-friendly.

Additional Information

The home base for information on Office Supplies and Equipment solutions is www.gsa.gov/officesuppliesolutions. This site contains links to external resources and regulations and additional resources and training.

GSA invites your questions to one of our Office Supplies and Equipment contracting experts; simply send inquiries to smartshop@gsa.gov.



We accept GSA SmartPay®2.



March 2010
5-10-00241

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